

CITY CLERK

Position Title: City Clerk

Department: Administration

Department Head: City Administrator

Immediate Supervisor: Same

Pay Range: 7 **FLSA Status:** Non-Exempt

APPROVED: <u>April 5, 2000</u>
REVISED: <u>July 18, 2016</u>
REVISED:
REVISED:

PURPOSE

The City Clerk is responsible for developing programs and procedures for management of the City's vital records, serves as secretary to numerous committees, coordinates City elections, manages City licensing and provides administrative support.

ORGANIZATIONAL RELATIONSHIPS

Communicates with: *Internally* - City Administrator, other department directors, City Council, Administrative Assistant; *Externally* other City Clerks, League of MN.

Supervises: Clerk/Secretary/Receptionist.

ESSENTIAL FUNCTIONS

- Serving as official record keeper for the City; overseeing the maintenance of official City records including ordinances, resolutions, City Council Action reports, agendas and minutes; overseeing the posting and advertising of public notices and meetings; and maintaining the City Code.
- Oversees the data practices requirements under Minnesota Statute for all departments. Serve as Compliance Official pursuant to Minnesota Data Practices Act to administer the requirements for collection, storage, use and dissemination of data maintained by the City.
- File, monitor and maintain property, liability and automotive insurance. Oversees and administers all non-personnel insurance related issues for the City including maintenance of all certificates of insurance.
- Implements the records management system and ensures the proper storage of all records to assure compliance with state and federal statutes. Responsible for training, implementation, operation and maintenance of the City's document imaging system.
- Receives and verifies petitions on public improvement projects, arranges for public hearings, and drafts legal notices.
- Monitor daily receipt of revenues for code compliance, deposit receipts in local banking institution.
- Responsible for local and general elections, including training of judges, preparation of ballots and facilities, and coordination with the County Auditor and Secretary of State.
- Record and certify ordinances and resolutions; keep the City Seal; attest all legal documents, including ordinances, resolutions, contracts, agreements, etc.
- Conduct City auction of surplus goods.
- Conduct bid letting in accordance with applicable laws and City requirements.

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- Manages issuance of City licenses/permits and authorize the issuance of the license/permit if compliant with laws and ordinances.
- Approve forms for licenses and permits and enforce/rectify violations with license ordinance.
- Assist the public and City staff by providing specific and/or general information requiring interpretation of policies, procedures, precedents, rules and regulations, including federal, state, and local laws as applicable to the operation of the City and/or the Office of the City Clerk.
- Accepts and verifies petitions; administers assessment records process; certify approved assessment rolls with the County; prepare searches; process payments; calculate and recertify assessment redistributions; respond to inquiries; maintain records of active, pending and deferred-reduced assessments; prepare documents for council approval and abatements.
- Ensures proper publishing and posting of all notices required by law.
- Performs the City Clerk duties identified in the City Charter.
- Performs other related duties as assigned by Supervisor or as apparent.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of overall City structure and operations, policies and procedures, and ability to understand/use the municipal code and ordinances, the city charter, and applicable federal/state laws/rules/regulations.
- Knowledge of, and ability to apply, state election laws.
- Knowledge of Parliamentary procedure and rules of the Council.
- Knowledge of relevant state, federal and local regulations affecting local governments.
- Knowledge of bid laws and assessment policy and practices needed.
- Knowledge of City code, charter, personnel and administrative policies.
- Skill in complying with the requirements of the state's data practices act, open meeting law and following applicable federal and state records retention schedules.
- Knowledge of City Council procedures, practices, and responsibilities.
- Knowledge of business English, spelling, punctuation, and office practices/procedures.
- Ability to compile/assemble data and prepare accurate records/reports.
- Skill in communicating verbally and in writing.
- Skill in operating computer programs and office equipment.
- Ability to understand and follow orders and written instructions
- Ability to plan and organize projects, schedules, and work activities.
- Ability to work independently and with other departments.
- Skill in operating computers and information technology equipment.
- Ability to handle confidential information with appropriate level of discretion.

Machines, Tools and Equipment Used: Computer and printer, calculator, dicta-phone, voting scanner, copier and telephone.

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MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Business or closely related field **and** five years of related experience. An equivalent amount of training and experience may be considered.

DESIRABLE QUALIFICATIONS

- Minnesota Certified Municipal Clerk (MCMC).
- IIMC Certified Municipal Clerk (CMC).
- Experience serving as a City Clerk or Deputy City Clerk.
- Experience with computer technology as it relates to records management, elections and licensing.

SPECIAL REQUIREMENT:

- Must be a Certified Municipal Clerk or be willing to attend training to obtain certification within three (3) years.
- Must be bondable.
- Must be able to acquire a notary public certification.

WORKING CONDITIONS

Work is performed in typical office setting. Sits for extended periods of time using computer and other visual activities. Uses fine motor skills.